

COUNTY COMMISSION OF LEWIS COUNTY

110 Center Avenue
Weston WV 26452
Phone:(304) 269-8200
FAX: (304) 269-2416
Email:lewiscountycommission@lewiscountywv.org
Website: lewiscountywv.org



COMMISSIONERS:
Bobby Stewart, President
Rod Wyman, Commissioner
Agnes Queen, Commissioner

**LEWIS COUNTY COMMISSION
110 CENTER AVENUE, 2ND FLOOR
WESTON, WV 26452
AMENDED MEETING AGENDA
TUESDAY, FEBRUARY 25, 2025**

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

- 1. 10:00 AM** **Call Meeting to Order** *(action required)*
- 2. 10:00 AM** **John Breen, Lewis County Assessor**
RE: Exonerations, Consolidations, Apportionments
Draft copies will be available for review two business days prior to the meeting date. *(action required)*
- 3. 10:05 AM** **No Appointments Scheduled**

CORRESPONDENCE

- 4. Upshur County Commission Meeting Agenda:** The February 20, 2025 Upshur County Commission meeting agenda is submitted for review. *(information only)*
- 5. Lewis County Clerk Retirement:** Lewis County Clerk, Cythia S. Rowan, submits a letter of retirement effective date March 31, 2025. *(information only)*
- 6. Jane Lew Fire Department:** The Jane Lew Fire Department Annual Report is submitted for review. *(information only)*
- 7. Board(s) and Committee(s) Reports:** Commissioners will give reports on any board(s) or committee(s) meeting attended including: Board of Equalization and Review, WV Public Health Committee, FFA Regional Event, National Association of Counties Rural Action Committee, Courthouse Facilities Improvement Authority, WV Association of Counties, County Commissioners Association of West Virginia Legislative Conference, Lewis County Park Board, etc.

BUSINESS

- 8. Lewis County Sheriff's Settlement:** The Commission will consider the approval of the July 1, 2024 – December 31, 2024 Sheriff's Settlement. *(action required)*

9. **Lewis County Sheriff's Department:** The Lewis County Sheriff's Department requests permission to list two surplus police cruisers on govdeals.net. This listing will be for the 2015 Ford Explorer the 2014 Ford Taurus. *(action required)*
10. **Lewis County Sheriff's Department Resignation:** Deputy First Class Michael J. Ayoob submits a resignation letter effective March 1, 2025. *(action required)*
11. **Lewis County Park Request to Advertise:** Josh Hinchman, Lewis County Park Director, submits a request to advertise for the 2025 summer positions. The positions to be advertised are; Pool Managers (3), Lifeguards (20), Maintenance Employees (5), Concession/Pool Aide/Front Office Staff (10), Activities Coordinator (1), Mini Golf/Ropes Course Employees (6). *(action required)*
12. **Civil Service Commission Reappointment:** The Commission will consider the reappointment of Tracey Queen-Young to the Civil Service Commission for a term ending February 23, 2029. *(action required)*
13. **Time Sheets/Annual or Sick Leave Requests:** Tina Helmick Leave Request *(action required)*

ACTIONS, ESTATE SETTLEMENTS, ORDERS AND PAYMENT OF EXPENDITURES:

14. **Actions of the Clerk:** County Clerk Cynthia S. Rowan presents actions of the clerk in recess of the county commission for approval. Draft copies will be available for review upon request two business days prior to the meeting date. *(action required)*
15. **Approval of Estates:** County Clerk Cynthia S. Rowan presents the estates ready for settlement to the Lewis County Commission for approval. Draft copies will be available for review upon request two business days prior to the meeting date. *(action required)*
16. **Presentation by the County Clerk of the Orders of Prior Meeting(s):** The Lewis County Clerk presents the Orders (minutes) of previous Lewis County Commission meeting(s) for approval. Draft copies will be available for review upon request two business days prior to the meeting date. *(action required)*
17. **Expenses for the Current Period Presented for Consideration of Payment:** Draft copies will be available for review upon request two business days prior to the meeting date. *(action required)*

ADJOURNMENT:

18. **With no further action being required by the Lewis County Commission the meeting will be adjourned.** *(action required)*

LEWIS COUNTY COMMISSION MEETING MANAGEMENT

- Regular meeting agendas will be posted and available to the public before closure two (2) business days prior to the meeting date.
- Agenda matters to be reviewed and/or considered during the meeting are at the discretion of the Lewis County Commission.
- Appointments to speak with the county commission must be scheduled before 10 AM three (3) business days prior to the meeting. Appointments will be given a ten (10) minute time allowance.
- Agenda Items may require an executive session.
- Open discussion by Commission unless executive session is motioned per WV Code §6-9A-4.
- Input or recommendation from constitutional officers, staff or public that is not listed by name on the agenda will only be allowed if requested by the commission or required by statute.
- Those not scheduled on the agenda may sign up for public comment at a minimum fifteen (15) minutes prior to the start of the meeting. Public comment is limited to five (5) minutes per speaker.
- Motion required for consideration of vote.
- All votes unanimous unless otherwise stated.

- Roberts Rules of Order is utilized as a guide only. The Commission controls meeting management, discussion and input.
- Commissioners may participate and vote via conference call if two(2) commissioners are in attendance.

Additional Notices

The Commission meeting scheduled for Tuesday, March 4, 2025 has been canceled due to out-of-town meetings.

1:00 pm	Budget Meetings	March 11, 2025
10:00 am	Budget Meetings	March 13, 2025
1:00 pm	Unprogressed Estates	March 18, 2025
1:30 pm	Budget Meetings	March 18, 2025
10:00 am	Budget Meetings	March 20, 2025

Upshur County Commission Meeting Agenda

Agenda packets are available electronically at http://www.upshurcounty.org/agenda_and_minutes/index.php or by request to the Upshur County Commission Office at 304-472-0535.

Location: Upshur County Courthouse Annex
If you prefer to participate by telephone, please dial 1-408-650-3123 Access Code: 272 564 045 to enter the conference call.

Date of Meeting: February 20, 2025

9:00 a.m. Moment of Silent Meditation --- Pledge of Allegiance
Approval of Minutes:
• February 13, 2025

Items for Discussion / Action / Approval:

1. Approval and signature of 2025 Board of Review and Equalization (BORE) meeting minutes. *
2. Consider trading in the 2015 Kawasaki Teryx (VIN 1975), utilized by the Sheriff's Department, for a value to be applied towards the purchase of a utility vehicle. *
3. Approval of Request for Bids and Minimum Specifications for one utility vehicle. Sealed proposals must be received no later than 4:00 p.m. on March 12, 2025 at the Office of the Upshur County Commission located at 91 West Main Street, Suite 101. Bids received by the deadline will be publicly opened, reviewed and read aloud by the Commission at 9:30 a.m. on Thursday, March 13, 2025. *
4. Review and sign a letter of support for the West Virginia Spay and Neuter Program which will sunset after the 2027 grant cycle. Upshur County has been the recipient of grants funds for the past three cycles from this program. *
5. Approval of an Upshur County Department of Homeland Security & Emergency Management Volunteer, Lauren Winans. *
Under separate cover
6. Approve Invoices for Payment, Purchase Card Invoices for Payment, Budget Revisions / Financial Reports or Information, Correction of Erroneous Assessments, Exonerations/Refunds, Grant Updates / Requests for Reimbursements, Final Settlements, Vacation Orders, Consolidation of Land Tracts, Facility Maintenance Concerns or Updates, Road Name Requests, Project Reports / Updates, Request to Attend Meetings, Request for Day(s) Off.

For Your Information:

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

1. Correspondence from the West Virginia Office of Energy stating that the Energy Efficiency and Conservation Block Grants Program has been placed on hold pending federal review of programs. A window replacement project was previously approved within the Upshur County Courthouse.
2. Freedom of Information Act (FOIA) request and fulfillment from SmartProcure.
3. Upshur County Fire Board, Inc. Financial Report July 1, 2024- December 31, 2024.

4. Lewis-Upshur Animal Control Facility Reports for the month of January 2025. During this period, 57 animals were received by the Facility.
 - Revenue Report
 - Account of Animals Report
 - Animal Control/Humane Officer Animal Report
5. Notification of disbursement of Wireless E-911 subscriber fees totaling \$222,814.74 for November 2024 through January 2025.

6. Public Notices:

- a) Newsletters and/or Event Notifications:
 - None
- b) Agendas and/or Notice of Meetings:
 - Council of the City of Buckhannon February 20, 2025
- c) Meeting Minutes:
 - Tennerton Public Service District January 8, 2025

***Dates and times of monthly board meetings are viewable at:**
www.upshurcounty.org -- Upcoming events are listed on the main page.

7. Appointments Needed or Upcoming:

- Farmland Protection Board – Tygart Valley Conservation Representative

****If you are interested in serving on an Upshur County board, please submit your letter of interest to the Commission Office at 91 W. Main St., Suite 101, Buckhannon, WV 26201 or chuahes@upshurcounty.org. Upcoming term expirations are listed in this section of the agenda; however, letters of interest can be submitted at any time. Letters of interest for boards that do not currently have a vacancy will be held until a vacancy occurs. Please note that submitting a letter of interest does not guarantee appointment. ****

8. Budget Hearing Schedule

The Commission will hold budget hearings at the Upshur County Administrative Annex, unless otherwise noted, on the following dates. For a detailed list of meetings, please contact Tabatha Perry at tperry@upshurcounty.org.

- Monday, March 10th beginning at 8:15 a.m. – Commission Meeting Room, Courthouse Annex
- Tuesday, March 11th beginning at 8:15 a.m.
- Wednesday, March 12th beginning at 9:00 a.m.
- Thursday, March 13th beginning at 10:00 a.m.

Newsletters and/or Event Notifications, Agendas and/or Notices of Meetings, Meeting Minutes and Scheduled Meetings can all be found by visiting: http://www.upshurcounty.org/agenda_and_minutes/index.php

Tabled Items

(Certain Items May Require Discussion, Action and/or Approval by the Commission)

Tabled 8-1-2024: Review a Resolution from the Upshur County Fire Board requesting the Upshur County Commission to consider an increase in the Fire Protection Service Fees by the next ballot referendum, as provided in WV Senate Bill 872. Consider taking action, per W.Va. Code §7-17-12(c)(2).

Next Regular Meeting of the Upshur County Commission
February 27, 2025 --- 9:00 a.m.
Upshur County Courthouse Annex
The Commission Meeting scheduled March 6, 2025 has been cancelled.

*Cynthia S. Rowan, Clerk
Lewis County Commission*

Fax 304.269.8202
110 Center Avenue

Telephone 304.269.8215
Weston, WV 26452-1964

January 14, 2025

Lewis County Commissioners
110 Center Avenue
Weston, WV 26452

Dear Commissioners:

Please consider this letter as formal notification that I will be retiring as the County Clerk effective March 31, 2025.

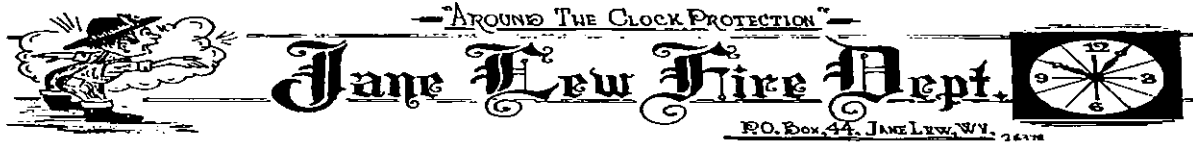
After forty plus years working with the County, I feel it's time to step down and enjoy retirement. I am grateful to the Commission and to the Citizens of Lewis County for the opportunities and support I have received over the years. Having this opportunity to work with so many wonderful citizens, co-workers and employees over the years has given me friends for life.

I am committed to ensuring a smooth transition and will assist in any way I can.

Thanking you in advance for your continued support,



Cynthia S. Rowan
Clerk of the Lewis County Commission



2024 Fire Rescue Billing

In the year of 2024 total profit from Fire Rescue Billing, LLC was \$5,727.66. See below for actual breakdown of amounts received and paid.

Gross amount Received: \$7,405.00

Amount Paid to Billing Company: \$1,677.34

Total Profit: \$5,727.66

Dustin Hedrick
Treasurer



Lewis County Sheriff's Department



Deputy First Class Michael J. Ayoob

117 Court Ave, Weston, WV 26452
Email: mayoob@lewiscountywv.org

Fax: (304) 269-2644
Phone: (304) 269-8251

Dear Sheriff Metz and Chief Deputy Cayton,

I am writing to formally resign from my position as Deputy First Class at the Lewis County Sheriff's Office, effective March 1st, 2025. This decision has been difficult for me and one that I do not take lightly. Having worked at the Sheriff's Office for over four years, I am incredibly grateful for the experiences I have gained and the relationships I have built during my time here. This job has taught me invaluable lessons and has played a significant role in shaping my professional career. I appreciate the support and opportunities I have received from the members of the Sheriff's Office. I look forward to staying in touch and wish the department continued success in the future. Thank you once again for everything.

Sincerely,

Deputy First Class M. Ayoob

A handwritten signature in blue ink, appearing to read "Michael J. Ayoob".

From: jhinchman lewiscountywv.org
Sent: Tuesday, February 18, 2025 4:12 PM
To: Tina Helmick; srogers lewiscountywv.org
Subject: Request to Advertise for 2025 Summer Positions at Lewis County Park

Lewis County Park is requesting to advertise for our 2025 summer positions. We are looking to hire for the following roles:

- **Pool Managers (3)**
- **Lifeguards (20)**
- **Maintenance Employees (5)**
- **Concession/Pool Aide/Front Office Staff (10)**
- **Activities Coordinator (1)**
- **Mini Golf/Ropes Course Employees (6)**

Joshua Hinchman
Director
Lewis Co Park
304-269-6599